



Inside SAIS

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April 2005 SAIS Forums Ex- pand for FY 2006 Changes

Beginning in April 2005, the SAIS-Student Details team will be hosting expanded versions of the SAIS Open Forums. The expanded format will allow us to disseminate specific business requirements pertaining to FY 2006 changes.

It is recommended that all SAIS SMS Vendors be present at one of the expanded Forums. *Note that there is no need to attend more than one of these sessions.*

Currently scheduled expanded Forums:

Friday, April 8, 2005 – Phoenix

Friday, April 29, 2005 – Flagstaff

Friday, May 6, 2005 - Tucson

Exact times TBD. Additional expanded Forums may be added if demand dictates. Specifics will be forthcoming in the next edition of *Inside SAIS*, in the emailed distribution list invites, and on the MIS Bulletin Board.

Month End Aggregation

To accommodate the last aggregation of the month, users will not be able to upload files into the SAIS Student Details SDDI system as of 5:00 pm on February 28, 2005.

All files successfully uploaded prior to this time will be processed. Once Integrity and Aggregation are complete, the system will once again be set to allow uploads.

School Wide Title I in Relation to SAIS

Even though a school is designated as School Wide Title I, they still need to enter only the support programs in which each student actually participates .

School Wide Title I does NOT mean that all students are participating in the program. So, only submit for the students participating, and only for the programs in which they are participating.

Gifted Needs and Support Program

A gifted student is defined as any student who scores at or above the 97th percentile on national norms in any one of three areas – verbal, non-verbal, or quantitative reasoning – on any test from the State Board approved list, or any student who is participating in a gifted education program.

SAIS employs four gifted needs and one gifted program:

Gifted Needs:

- 1 - Quantitative (Math Giftedness)
- 2 - Language Arts (Verbal) Giftedness
- 3 - Non-verbal Reasoning Giftedness
- NOND = No need

Gifted Support Program:

- 35 - Gifted Program

There are three ways to report gifted students who meet the above definition:

- 1) Report any student scoring $\geq 97\%$ with the related Need(s), whether they participate in the program or not.
- 2) Report any student scoring $\geq 97\%$ and are participating in a gifted program with the related Need(s) AND with a support program of 35 – gifted program.
- 3) Report any student that did not receive $\geq 97\%$ but are participating in a gifted program with the NOND and support program 35.



Tuitioned-Out Students for FY 2006

Beginning in FY 2006, the submission of student detail data will be required for students who are tuitioned-out to private schools. Previously, aggregate counts of membership and absence days had been reported by school and grade level using the DelRep file format.

Changes in the system will allow submission of student detail data for students who are tuitioned-out to private schools through use of files generated by student management systems utilizing the Student Detail Data Interchange on Common Logon or through use of "SAIS Online," an application currently under development at ADE. In either case, those who are responsible for submitting information to SAIS will need to collect all data elements currently required for students who attend a public school for all students who are tuitioned-out to private schools. This would include all of the specific demographic information used to identify a student as well as first day of membership, entry code, FTE, special enrollment code, tuition payer, special education service participation, etc. The submission of specific information regarding each student's participation in school through use of the appropriate SAIS transactions for absence or attendance will also be required. Private schools will be entering their own calendars/tracks, so dates must tie up to submitted transactions.

ADE is aware that changing requirements for reporting information for students who are tuitioned-out to private schools may require procedural changes in the manner and frequency of communication between public and private schools and encourages LEAs to take this matter under consideration well in advance of the need to submit data at the start of the coming school year.

Initially, ADE will be setting up dependencies based on previous tuitioned-out which Private Schools LEAs are sending their students to in FY 2005.

For a complete overview of all required data elements, please see *Student Database Transaction Requirements – Transaction Overview* available at:

[http://www.ade.az.gov/sais/transoverview/
TransactionOverview.pdf](http://www.ade.az.gov/sais/transoverview/TransactionOverview.pdf)

Note: Business Requirements for FY 2006, including Tuitioned-Out students and SAIS Online, will be available the week of Feb 28 – March 4th.



Immigrant and Refugee Needs

Immigrant and Refugee needs data was intended to be collected in SAIS in FY 2005. Immigrant data is still required to be captured in SAIS (*English Acquisition Services recently sent out a memo urging the compliance of entering Immigrant data into SAIS*). Please make sure this information is sent into SAIS.

For the Immigrant Support Program, Immigrant is defined in NCLB Section 3301 of Title III as:

IMMIGRANT CHILDREN AND YOUTH: The term immi-

grant children and youth means individuals who:

- are aged 3 through 21;
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than 3 full academic years."

Refugee will be collected via a Form Builder application. Training will be provided to district staff in the near future relating to the submission of Refugee data into SAIS.

Refugee definition: The Immigration and Nationality Act Sec. 101.[8U.S.C.1101(42)] defines a "refugee" as any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion.

Academic Achievement Department contact lists, including contacts for Immigrant and Refugee, are available at:

http://www.ade.az.gov/asd/contacts/aad_specialists.asp

(Note that Frank Migali is now in charge of Refugee).



SPED Service Code S School Age Definition Change

Please be advised that there has been a change in the definition for the service code S (school age students only) to clarify the reporting of consultative services via SAIS. The definition of the service code S now reads as follows:

Regular Class with Supplemental Aids/Services. All time is spent in the regular classroom and there must be direct special education services provided. This may include, but is not limited to, Assistive Technology services and one-on-one aides. If there is direct student contact on a regular basis, consult services may be reported in this category. There must be ongoing, scheduled, observation, discussion, monitoring, and adjusting of curriculum and instruction with specific direction to the regular education teacher about the education of that child.


The service code definitions document has been updated and can be found at:

[http://www.ade.az.gov/ess/DataManagement/Documents/
servicecodedefinitions.pdf](http://www.ade.az.gov/ess/DataManagement/Documents/servicecodedefinitions.pdf)



12/01/04 Federal Special Education Child Count Verification

Since the 12/01/04 Federal Special Education Child Count Verification application opened on February 1st, Exceptional Student Services has been receiving many verification letters



with invalid email contact information. If an incorrect email address is entered, the user will NOT get confirmation concerning the receipt of their signed verification letter.

Please make sure the email address entered is valid and that you can accept emails from ADE. Thank you for your attention to this matter.

Annual Special Education Data Collection Workshops

All Public Education Agencies (PEAs) will be expected to file their Annual Special Education Data Collection electronically, utilizing the Common Logon to access the online application. The Annual Special Education Data Collection online application for the 2004-2005 school year will be available after April 1, 2005. **NOTE:** If there are no students that qualify for inclusion on this application, you will still need to alert ADE/ESS Data Management in writing.

Training on the use of this application will be offered in collaboration with the Regional Training Centers (RTCs) in the spring of 2005. Attendance at these trainings is strongly encouraged. Peggy Staples will be conducting two separate workshops on this Annual Special Education Data Collection. The morning workshops are primarily for brand new users of the online web-based application used to collect special education related data (approximately 3-4 hours in length). This workshop will address the business rules applicable to this data collection as well as a complete walk-through of the web-based application. The afternoon workshops will be a shorter condensed version for those that are familiar with the application and the collection of special education data (approximately 1.5 – 2 hours in length). This workshop will include a brief review of the data collection as well as any changes incorporated in this year's data collection.

Registration is required and the cost is FREE. To register, please go to the ADE Online Registration at:

<http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp>.

Feel free to email any questions you may have to Peggy Staples at pstaple@ade.az.gov or Rainey Hulet at rhulet@ade.az.gov.

FY 2005 Collection of IEP Evaluation Summary Data for Preschoolers

The ADE/ESS was notified of the following information by the U.S. Department of Education, Office of Special Education

Programs on Tuesday, January 11, 2005. "Under 20 U.S.C. 1418(a)(2), states are required to provide information that the Secretary requires. Moreover, under 20 U.S.C. 1232d(b)(4), states are required to cooperate in carrying out any evaluation conducted by or for the Secretary. Under the Government Performance and Results Act of 1993, 31 U.S.C. 1116, the effectiveness of the IDEA section 619 program is being measured based on the extent to which early language/communication, pre-reading and socio-emotional skills of preschool children with disabilities receiving special education and related services are improving."

The letter from the USDOE directs that we must have a system that reports outcomes for preschool children in the areas of language, pre-reading, and social-emotional development. Thus, we must make additional changes to the Annual Special Education Data Collection application for 2005 to accommodate this requirement from OSEP. Instead of collecting IEP Evaluation Summary data for preschoolers by disability, we will now collect this data by the following domains: Language/Communication; Cognitive/Pre-reading; Social/Emotional; and Other. While we will not ask for the number of students in each domain, it is still expected that you will provide us with the total number of goals written and met for each domain. Please note that in the future, we may be required to ask for this data by both domain and disability.

We apologize for the late notification on this issue. Feel free to email any questions you may have to Peggy Staples at pstaple@ade.az.gov or Cheryl Blackwell at cblackw@ade.az.gov.

SAIS – Student Details Open Forum in Tucson

The SAIS - Student Details Team will be hosting the next Open Forum meeting in Tucson, AZ on Friday, March 11, 2005.

It is our goal to give a presentation similar to the most recent Phoenix and Flagstaff Forums (Jan. 2005) at the upcoming Tucson event in March 2005. Any additional items that are covered will be included in the upcoming Inside SAIS edition.

Seating is limited at this event.

Please email SaisVendorSupport@ade.az.gov to RSVP by Wednesday, March 9, 2005. Please provide the name, job title, and company or school/district the attendee represents. Thank You! Meeting Location:

Mountain View High School – Lecture Hall
3901 West Linda Vista
Tucson, AZ 85742

Time: 10:00am - Noon


Please take advantage of these helpful links:

SAIS on the Web at <http://www.ade.az.gov/sais/>

MIS Bulletin Board: <http://portal.ade.az.gov/News/Lists/MIS%20Bulletin%20Board/MISBulletinBoard.aspx>

SAIS-Related Issues: <http://portal.ade.az.gov/SAIS%20Information/Lists/Issues/Issues%20%20most%20recent%20first.aspx>

SAIS Codes Values are at <http://www.ade.az.gov/Sais/codevalues/DataTransactionCodeValues.doc>



These meetings will provide a forum for LEA, Vendor, RTC and other technical staff to meet and share information about SAIS - Student Details.

SAIS Appreciation Awards

The SAIS Appreciation Award Certificates are presented by ADE to recognize exceptional LEA and Vendor staff for efforts in working with SAIS – Student Details. Nominations may come from RTC's, Support Center, internal ADE Business Areas, or anyone who interacts with – Student Details. Also, feel free to send your own good news to:

InsideSAIS@ade.az.gov

Congratulations to the following who recently received SAIS Appreciation Awards!

Dean Taylor, Olympia Computing Company, Inc.


Scott Webber, Flagstaff Unified School District

Julie Smith, Flagstaff Unified School District

Eric Michael, Flagstaff Unified School District



Most Common Integrity Errors for FY 2005 (as of 2/22/2005)

- 1) –43701; FTE assignment is missing for all or part of this membership.
 - 2) –44103; Student may have only a partial absence on first or last day of membership.
 - 3) –44104; Absence amount exceeds FTE amount.
 - 4) –44347; There must be a corresponding Grade membership for each day of an ELL service.
 - 5) –44203; Zero minutes of attendance on the first day of a membership is not allowed.
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Inside SAIS & Open Forum Feedback

We encourage any comments, requests for information, and suggestions for ***Inside SAIS*** and SAIS – Student Details Open Forum Meeting content. Please remit to either of the following e-mail addresses.

InsideSAIS@ade.az.gov

SaisVendorSupport@ade.az.gov

Back issues of ***Inside SAIS*** are available for reference on the ADE web site at <http://www.ade.az.gov/sais/>